Search Help

The Search feature enables a user to enter a word or phrase to search for in the County of Kauai's website. Searches are queries that consist of Terms and Operators. Terms can consist of a Single Term (e.g. cat) or a Phrase (e.g. "feral cat"). Operators determine the relationships of the Term(s) (e.g. "cat AND dog").

Query Syntax

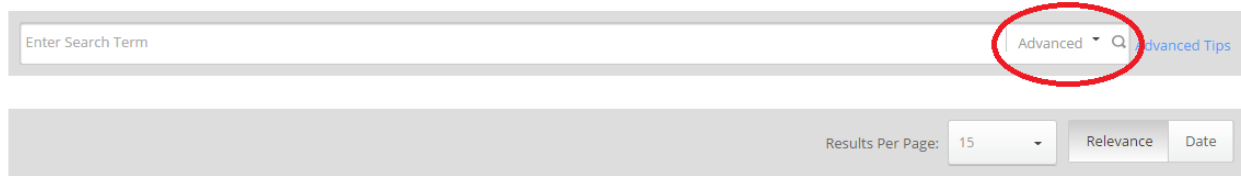| Query	Example	Notes
single term	document	Searches for items that contain the term "document".
phrase	"important document"	Searches for documents that contain the phrase "important document" in the default fields.
wildcard search	doc?ment	Single-character wildcard search. It will match "document" and "dociment" but not "docooment".
	document*	Multi-character wildcard search. It will match "document" and "documentation".
fuzzy search	document~	Search based on similar spelling or approximate string matching. Use the tilde, "~", symbol at the end of a single word.
proximity search	"important document"~5	Find words that are within a specific number of words away. Use the tilde, "~", symbol at the end of the Phrase followed by the number of words. This example shows a search within 5 words.
OR operator	important document	"OR" is the default operator. The search result must contain either "important" or "document".
	important OR document	The search result must contain either "important" or "document".
AND operator	important AND document	The search result must contain both words.
+ operator	important +document	The search result must contain "document" and may contain "important".
!/- operator	-important document	The search result must contain "document" but not "important". You may have to quote the not string (e.g. –"important" document)
grouping	(important OR office) AND document	Use parentheses for expression grouping.

Prohibited Queries

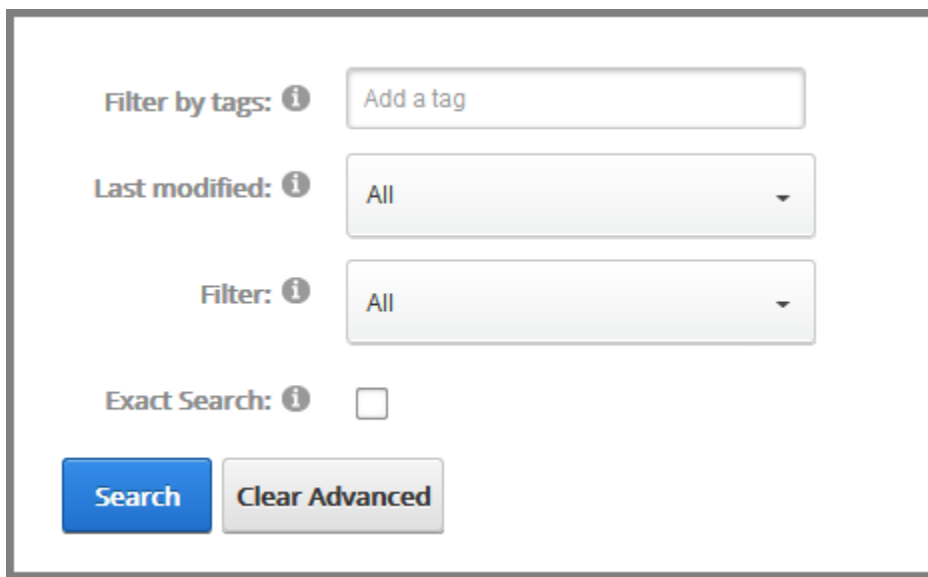| Query	Examples	Notes
wildcard at the beginning of a term	?ocument, *ocument	No search results will be found.
stop words	a, the, and	Stop words are not indexed and will not be found.
special characters: + - && || ! ( ) { } [ ] ^ " ~ * ? : \	\+, \:	Use a backslash to escape the special characters. For example, if you wanted to search for the term "hello!" you would enter "hello\!"

Advanced Search features

The Advanced Search features can be accessed by clicking on the "Advanced" link to the right of the search expression text box on the search results section of the search page.

The following Advanced Search form is then displayed.
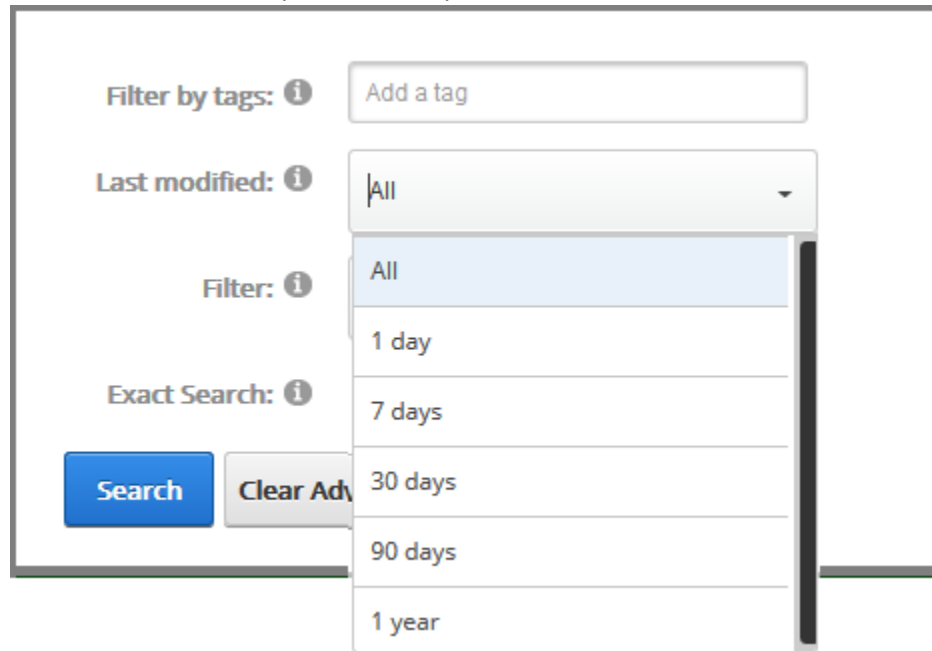
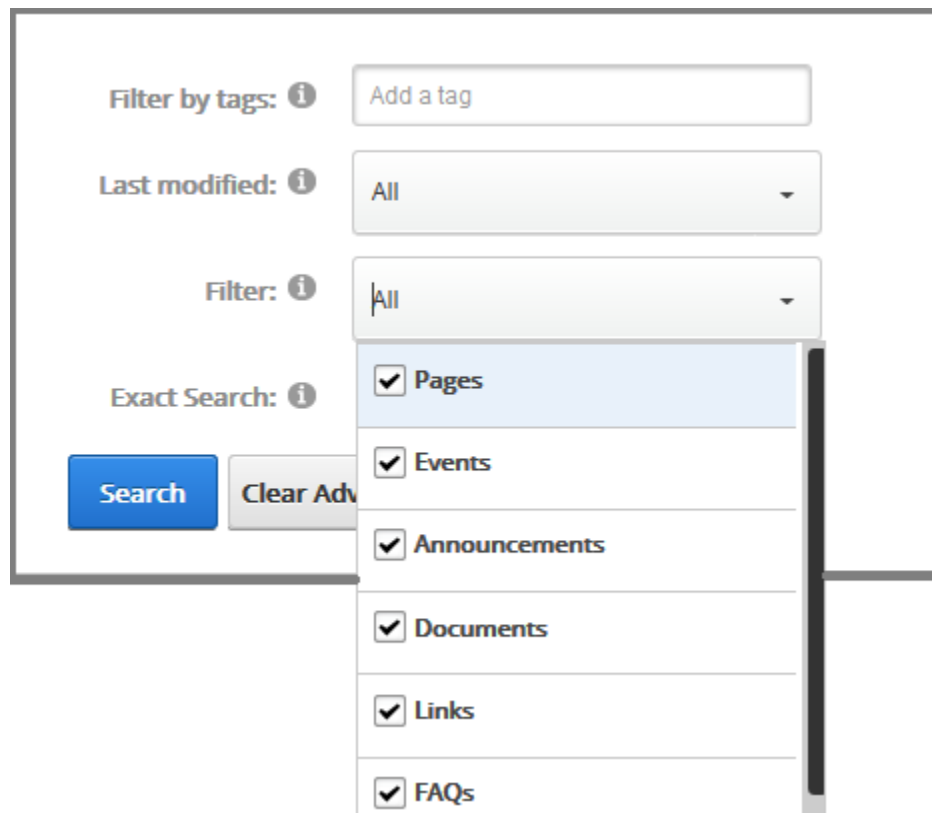- Filter by tags - This feature is currently not used in the website.

- Last modified - In the Last modified field, select the date value that will limit the search results to items modified within that specified time period.

- Filter - In the Filter field, uncheck the checkboxes next to the content you wish to eliminate from the search results. For example unchecking the "Documents" entry will remove any documents from the search results.

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- Exact Search – check this checkbox to do a search as if the search terms were quoted phrases. For example if the search terms were "cat feral" (without the quotes) and the Exact Search field was checked, the search would behave like the search terms "cat feral" (with the quotes).

- Select your Advanced Search criteria then click on the Search button to run the search.

- Click on the Clear Advanced button to remove any selected Advanced Search criteria and to revert back to default search criteria.

Results Per Page

You can change the number of search result items displayed on each page by selecting a value from the "Results Per Page" dropdown on the search results section of the search page.
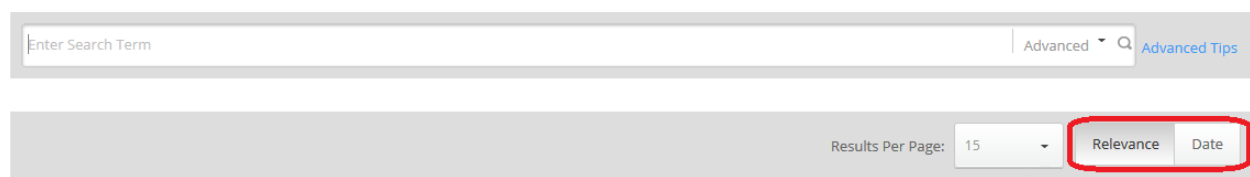
Search Results

| Enter Search Term | Advanced ▾ Q Advanced Tips |

| | Results Per Page: |15 ▾ | Relevance | Date |

15

25

50

100

No Results Found

Results Sorting

You can change the order in which search results are displayed by selecting Relevance or Date ordering.

- Relevance – (default) the search results are ordered by how closely it matches the search criteria.
- Date – the search results are ordered by the most recently updated items listed first.

Search Results

| Enter Search Term | Advanced ▾ Q Advanced Tips |

| | Results Per Page: 15 ▾ | Relevance | Date |

Results Printing

You can generate search results that are more printer friendly by clicking on the print icon at the bottom of the search results list then doing a search. Browser popups must be enabled in order for this feature to function correctly. After you have your query results, you need to use the browser's print commands to print the results.

Search Results

Enter Search Term		Advanced ▾ Q	Advanced Tips

	Results Per Page:	15 ▾	Relevance	Date

No Results Found